APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on con 30334. Phone - (404) 6	npleting this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 56-4976 GIST: 221-4983
DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES ARCHIVES AND HISTORY
Application Date	Div. Of Mental Health And Mental RetardatioApplication Number
	Mental Retardation Section 76-274-A
8/2/82 Application Number	47 Trinity Ave. S.W. Room 307-H Date Received Date Completed
	Atlanta, Ga. 30334 AUG 1 8 1982 SEP 1 6 1982
82-30 2. Person to Contact	Working Title Telephone Number
Jeanne Terhume	Secretary 656-6370
Action Requested	
	ele; record will continue to accumulate. Update Inclusive Materials List
	ation; no further accumulation anticipated. Change Retention Instructions
c. Amend Application No	76-274 Check One: Change; Supercade; Void
4. Dates of Series	5. Records Series Title (followed by title used in office; if different)
Earliest Latest	
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6. Division and Office Function	Mental Retardation Day Service Center Program Monitoring Files What is the function of the Division and the Office in which this record series is created?
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9. Annual Rate of Accumulation or	
Letter-size drawers	; Lagal-size drawers; Shelves; Other (Specify)

(Over)

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c. is this a vital recor	d?			
d. Does this series he	ive historical or long term research	h velue?	the second secon	0.0.100.000
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g. is the information If yes, ettach copy	contained in this series ever anal	yzed and/or recorded in a summari	, ,	
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AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.				
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Human Resources Division of Mental Health & Mental Retard.	Application Number			
June 11, 1976	Mental Retardation Section	16-274			
Application Number	47 Trinity Avenue, Rm. 542-H	Date Received Date Completed			
DHR- 5 8	Atlanta, Ga. 30334	JUL 1 6 1976 AUG 1 0 1976			
2. Person to Contact	Working Title	Telephone Number			
Budd Hughes	Assistant Division Director 656-6370				
3. Action Requested					
_	Schedule; record will continue to accumulate.				
and the second s	ccumulation; no further accumulation anticipated. No Check One:	dor C Void			
c. Amend Application 4. Dates of Series	5. Records Series Title (followed by title used in office; if di				
Earliest Latest					
1973 Present	Mental Retardation Training Center Progra	m Files			
8. Division and Office Functio					
The Division of Menta	al Health and Mental Retardation administer	s the mental health, mental			
retardation and other	developmental disabilities, drug abuse, a	lcoholism, and training and			
research programs.	This Division is also concerned with commun	ity mental health, and the			
administration of the	e State mental hospitals, rehabilitation an	d retardation centers.			
The Mental Retardation	on Section is one of the programmatic secti	ons of the Division of Mental			
Health and Mental Re	tardation. The Mental Retardation Section	offers specialized services			
(primarily focusing o	on the mentally retarded within the T O ran	ge of 0-55) administered			
through a comprehens:	ve system of institutional/community servi	ce programs. The specialized			
services are provided	through the following major programs; 1)	Day Training and Work Activity			
	Group Homes , 3) Institutional Services, 4)	Family Care Homes and			
5) Foster Grandparent	Programs.				
7 Bassad Carias Darminsian	This file contains the following documents (include form no	imbare and title if anyl			
7. Record Series Description	Attach samples of the file.	impers and titles, it ally).			
Documents relating to: $\mathbf{r}\epsilon$	ceiving and reviewing proposals for the e	stablishment and administrat-			
	dation Center Training Programs.	·			
included but not limi	ted to are: proposals in narrative format	describing the need for the			
program, costs and	recommended services to be performed, monit	Oring and program ovaluation			
L _abotem an tedation	by reverds and State regulations to recor	d adhorongo to data			
beamagia moneting st	acistical reports, copies of contracts and	addenda thereto, and similar			
and related support	ing documents.				
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		en e			
File is arranged: alphabe	etically by county, thereunder alphabeticall	y by name of program.			
8. Monthly Reference Rate	How often are records referred to which are:	_			
One to six months old 10 twenty-five months and old	er? Seven to twelve months old5 : Thirteen t	o twenty-four months old $\frac{2}{2}$;			
9. Annual Rate of Accumulati	on of Records				
Letter-size drawers 2	; Legal-size drawers; Shelves;	Other (specify)			
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	X	b. Does the series	contain confid	ential information	requiring s	ecurity handling?	If yes, cite law o	r regulation.
	X	c. Is this a vital r						
	X	d. Does this serie	s have historical	or long term rese	arch value?	·		·
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		h. Is there a dupl	ication of this s	ries in your offic	e, or in anot	ther office or ager		aly lepoits.
X		If yes, where?		alth Trainir				
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11.	Retent	ion Requirements	The	following requir	es the series	to be kept:		•
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l (b. Stat	tute of limitation	· ·	years.	e.	Administrative n	eed	years.
	c, Fed	eral law		years.	f.	Federal retention	n instructions 🔔	
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